

Worksession

Agenda Item #	4
Meeting Date	November 27, 2006
Prepared By	Barbara B. Matthews City Manager
Approved By	

Discussion Item	Semi-Annual Report of the Emergency Preparedness Committee
Background	<p>Stacy Baker, Co-Chair of the Emergency Preparedness Committee, will provide the Committee's semi-annual report to the City Council on November 27, 2006.</p> <p>The Emergency Preparedness Committee was established by Ordinance 2004-31 to assist in the City's planning and preparations for emergency operations and to involve residents in providing appropriate assistance during emergency operations.</p> <p>The Committee is charged with the following:</p> <ul style="list-style-type: none"> ❑ Reviewing the City's Emergency Operations Plan and recommending changes to the Council and City Manager; ❑ Organizing Neighborhood Safety Contacts to interface with the City's Emergency Operations Team and establishing a process for using these contacts to facilitate communications during actual emergencies; ❑ Exploring the formation of volunteer neighborhood emergency teams that would assist City departments in carrying out emergency activities when called upon; ❑ Establishing a process for assisting the frail, elderly, and persons with disabilities during an emergency; ❑ Assisting the City and other agencies in educating residents on their individual responsibilities for preparing their households for emergencies and providing information on what residents can expect from the City during an emergency; ❑ Exploring grant opportunities that would aid the City to improve the emergency preparedness of the community and City management—this would include assisting City staff in documenting and submitting desirable grants for review by the City Manager and concurrence of the Council; ❑ Reporting to the Council on the Committee's progress six months after the Committee starts operating and every six months thereafter. Each report should provide appropriate recommendations for improving the City's emergency preparedness along with budgetary implications that should be considered during the preparation of the annual budget; ❑ Arranging for Community Emergency Response Training (CERT) for resident volunteers and committee members as requested; ❑ Coordinating with the Montgomery County Volunteer Center to identify

	<p>volunteer opportunities under emergency situations. Educating and promoting these volunteer opportunities to City residents;</p> <ul style="list-style-type: none"> ❑ Establishing an active relationship with relevant County, State, and Federal Volunteer Agencies as well as the emergency preparedness volunteer organizations of neighboring jurisdictions; and, ❑ Suggesting test scenarios to the City Manager and providing Committee members to be present in the City's Emergency Operations Center during Emergency Test exercises to act as observers during the test and to provide input to the after action report of the test.
Policy	The Emergency Preparedness Committee is to report to the Council every six months. Each report should provide appropriate recommendations for improving the City's emergency preparedness along with budgetary implications that should be considered during the preparation of the annual budget.
Fiscal Impact	None
Attachments	Committee roster
Recommendation	Receive the report of the Emergency Preparedness Committee
Special Consideration	